★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Voter Registration List Maintenance

Department of Motor Vehicles: Full SBE & Non-Citizen Files

Standard Operating Procedure

Document Control

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Acronym List

This table provides a comprehensive list of acronyms used in this document.

Acronym	Description
BSA	Business Systems Analyst
DBA	Database Business Administrator
DMV	Department of Motor Vehicles
DOB	Date of Birth
ELECT	Department of Elections
ERIC	Electronic Registration and Information Center
ETA	Estimated Time of Arrival
GR	General Registrar
ISO	Information Security Officer
IT	Information Technology
LMSOP	List Maintenance Standard Operating Procedure
MOU	Memorandum of Understanding
NVRA	National Voter Registration Act
PPBL	Post Production Bug List
SBE-IT	Email group for ELECT Information Services team
sFTP	Secure File Transfer Protocol
SQL	Structured Query Language
SSIS	SQL Server Integration Services
SSN	Social Security Number
TEMP	Temporary
US	United States
VERIS	Virginia Election and Registration Information System
VITA	Virginia Information Technology Agency

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Federal and State Code Citation

The following federal and state code dictates how the Virginia Department of Elections (ELECT) conducts its list maintenance activity:

- 42 USC §1973gg.
- VA CODE §24.2-404.4.
- VA CODE §24.2-410.1.
- VA CODE §24.2-427 (B1).

Other References

The following files and information served as sources for this List Maintenance Standard Operating Procedure (LMSOP).

- VSO206 DMV Non-Citizen
- DMV Non Citizen Procedures Ver3_0._FNL
- VS0064, Amendment 24
- Business Use –Case Specification: 1.1.36 Process DMV Out of State Notices, Version 1.1
- IF-1.1 Technical Interface Specification – DMV – Process DL Surrender File, Version 1.3
- IF-1.2 Technical Interface Specification - DMV – Process DL Surrender File, Version 1.4

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1   Description

The National Voter Registration Act of 1993 (NVRA), also known as The Motor Voter Act, requires state governments to provide the opportunity to register to vote when a person applies for or renews their driver's license, changes the address on their driver's license, or applies for social services. Additionally, Virginia Election Law §24.2 – 410.1 requires the Virginia Department of Motor Vehicles (DMV) to include with the voter registration information a statement asking the applicant to declare if he or she is a United States (US) citizen. In accordance with these federal and state laws, the Department of Elections (ELECT) uses the data provided by DMV to perform list maintenance activities.

ELECT receives two data files from DMV. The files are the:

- **Monthly Extraction for SBE (DB195)** that includes data for the previous month all address change records, driver's license surrender records, and records for anyone registering to vote through DMV and indicating to DMV he or she is not a US Citizens.
- **Full SBE Data Extract for (195)** that includes all DMV customer records less any DMV customers under the age of 17.

1.1   Monthly Extract

Once DMV extracts the monthly data, DMV uploads the dataset to the DMV secure file transfer protocol (sFTP) server and notifies both ELECT and the Virginia Election and Registration Information System (VERIS) vendor that the data is available. The Elect DBA compares the file to the static voter file and loads matching records into each locality's Non-Citizen hopper.

(i)   The following information was requested from DMV on April 10, 2019

Question from Elect: Does DMV perform any validation if the customer enters conflicting information. For example, If the customer enters 'No' on the paper DMV application and 'Yes' on the kiosk to citizenship question, do we get this customer in the monthly file and visa versa?

Answer from DMV: DMV does not validate customer answers to determine if they are conflicting. However, a "no" answer submitted in any method will be captured on the monthly file. An imaging software runs daily to ensure we capture any "no" answers that were submitted on paper, and the monthly file also pulls from the EMV data and the data submitted on mail-in applications.

Question from Elect: If the customer enters 'No' on both paper and the kiosk, do you only send one record or both?

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Answer from DMV: Before the file is sent to you it eliminates the duplicate customer entries. I believe it is the last response date that remains on the file, but I can check on that if you need to know.

1.2 Full SBE Data Extract

As with the Monthly Extraction for SBE (DB195), DMV uploads the Full SBE Data Extract for (195) dataset to the DMV sFTP server and notifies SBE-IT that the data is available. DMV deletes the extract file after 5 days. A structured query language (SQL) job retrieves the Full Extract file and prepares it for loading and transformation into VERIS. ELECT uses this data to provide other states in the Electronic Registration and Information Center (ERIC) program with Virginia registered voter information for comparison to the other state's records. Refer to the LMSOP for Voter and DMV Upload to ERIC for details on that process.

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1.3   Contacts

The following table contains contact information for DMV.

Table 1-1: — DMV Contact List

Contact Name	Contact Phone Number	Contact Email Address
Penny Lavely	▮▮▮▮▮	Penny.Lavely@dmv.virginia.gov
David Pierce	▮▮▮▮▮	David.Pierce@dmv.virginia.gov
Patricia Pringle	▮▮▮▮▮	Patricia.Pringle@dmv.virginia.gov
David Carrie	▮▮▮▮▮	David.Carrie@dmv.virginia.gov
David Leahy	▮▮▮▮▮	David.Leahy@dmv.virginia.gov
Stefan Yssel	▮▮▮▮▮	Stefan.Yssel@dmv.virginia.gov
Margaret Robinson	▮▮▮▮▮	Margaret.Robinson@dmv.virginia.gov
Matthew Martin		matthew.martin@dmv.virginia.gov

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1.4   Frequency

The following table provides frequency information for each of the DMV Extract files.

Table 1-2: — DMV Extracts Frequency

Frequency	Received	Method
Monthly Extract	11th of the month*	Manual
Full Extract—Monthly	1st of the month*	Manual
Daily Non-citizen File	Everyday	Manual

* When the actual date is on a weekend DMV makes the extract available on the next business day.

1.5   Security

ELECT IS maintains the login and password for the DMV Extract and Non-Citizen Excel files in a Microsoft OneNote password protected document on a shared drive with limited access to reduce chance of compromising the data. The Information Security Officer (ISO) determines who has access to the passwords. The ISO, Deputy ISO, and Applications Senior Database Architect have access to the passwords. ELECT IS does not currently encrypt the password information but may change to an encrypted password keeper application in the future.

1.6   Memorandum of Understanding

The Memorandum of Understanding (MOU) between ELECT and DMV details the agreement for DMV to provide personal information for individuals with or applying for a Virginia driver's license. More specifically, the purpose of this MOU is to establish the terms and conditions under which, pursuant to Code of Virginia §§ 46.2-208(B)(9) and 46.2-208.1, DMV provides certain data to ELECT. This MOU also establishes that ELECT requires this data to conduct its official duties, and the terms and conditions under which ELECT will receive, use, and protect the data provided by DMV.

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2 Process Flow

2.1 Monthly Process

2.1.1 Non-Citizen file

This diagram illustrates the detailed process flow for the monthly Non-Citizen CD. It includes actions taken by DMV, ELECT, VERIS, and the local GR.

Figure 2-1: — Non-Citizen CD Process Flow

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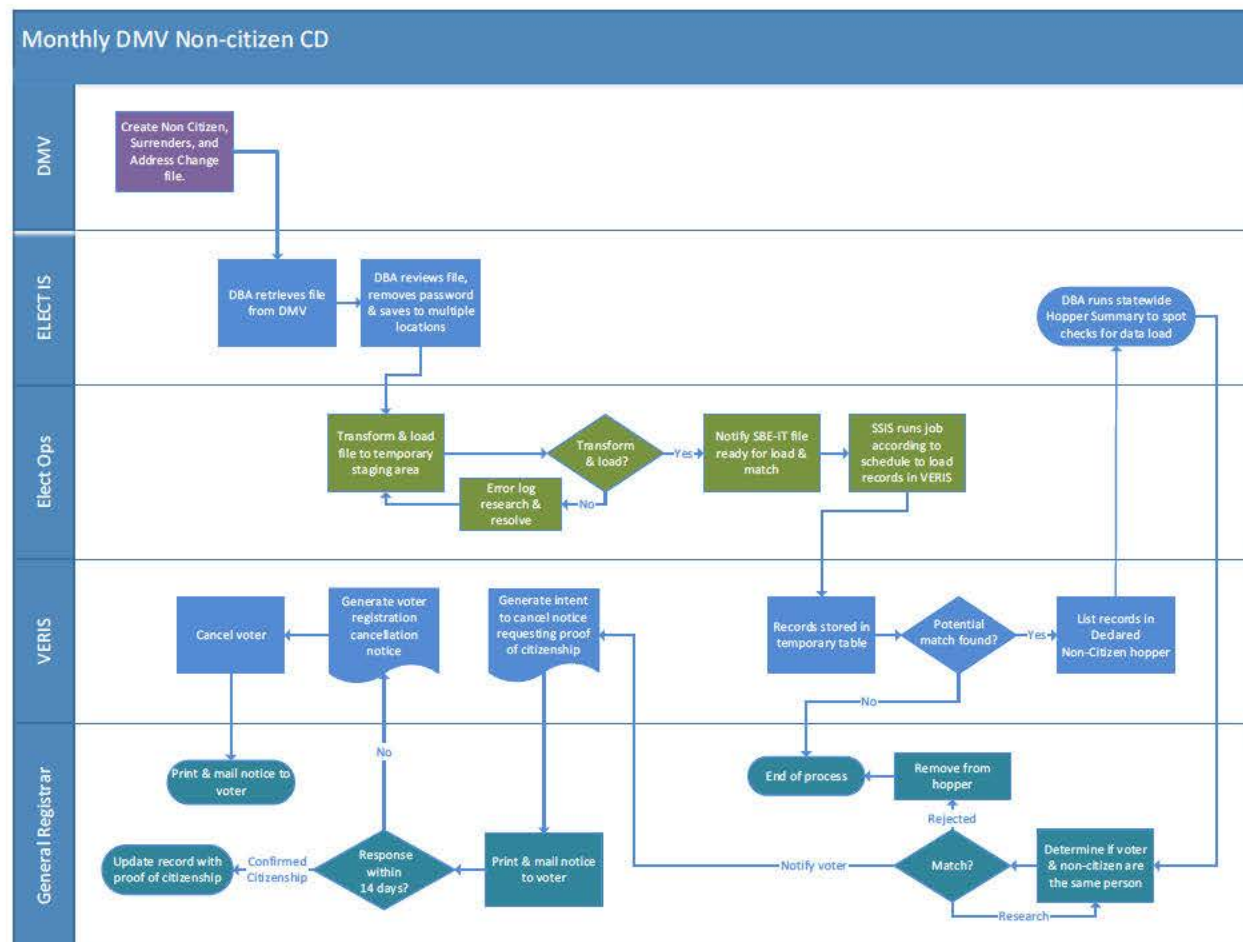
2.1.2 Full SBE Data Extract

This diagram illustrates the detailed process flow for the Full SBE Data Extract. It includes actions taken by DMV, ELECT, VERIS, and the SQL server.

Figure 2-2: — Full SBE Data Extract Process Flow
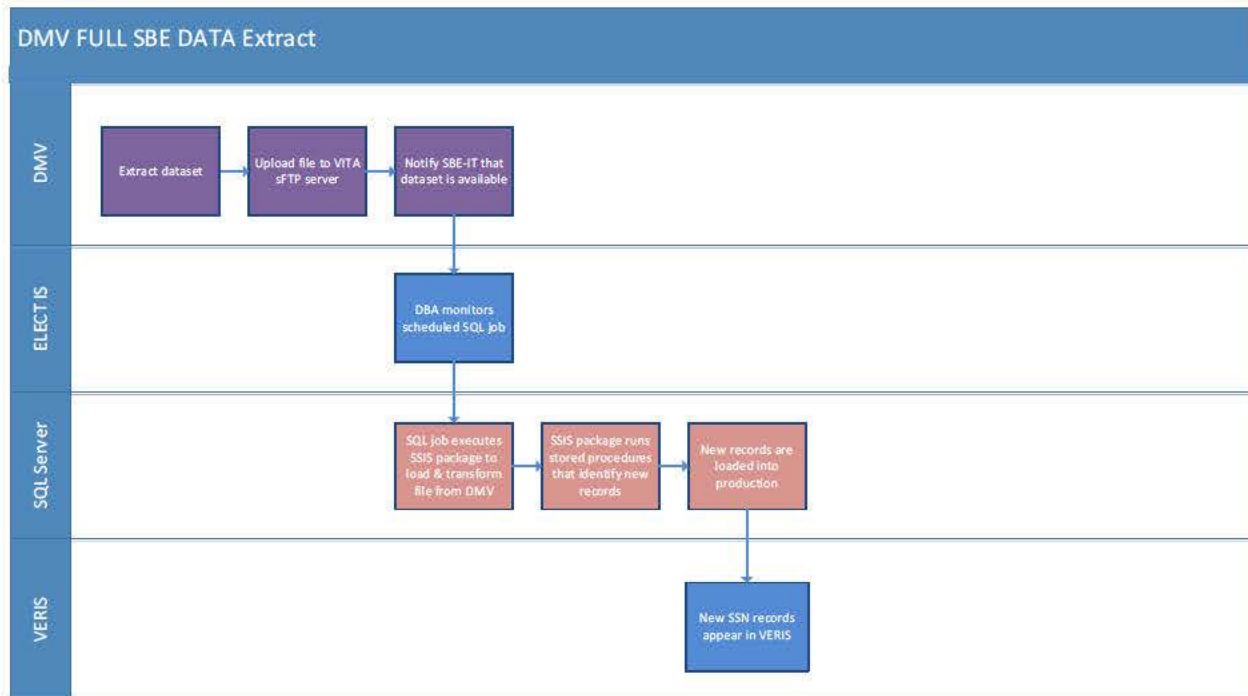
3   Data Elements

3.1   Dataset Name

Table 3-1: — DMV Extract Names

File Owner	Frequency	File Name	File Location
DMV	Monthly	███████████	█████████
DMV	Monthly	███████████	█████████
ELECT	Monthly	███████████	██████████████

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File Owner	Frequency	File Name	File Location
ELECT	Monthly	███████████	██████████████
ELECT	Daily	███████████	██████████████

3.2   Data Element Descriptions

This table identifies the data elements that make up the Monthly Extraction for the ELECT record layout originating from DMV.

DMV transaction file layout:

- 7 new Columns in blue were added by DMV to the monthly file for August 2024. They are expected in the Daily Non-Citizen file.

Table 3-3: — Monthly Extraction for ELECT Record Layout

Data Elements (Field Name)	Format	Max. Length (Number of Characters)	Order	File Location
Record Type	Text	1	1	Valid values include: S = Surrender, A = Address Change, N = Non Citizen, P = Paper Application Non-Citizen
Social Security Number	Numeric	9	2	Applicants social security number
Last Name	Text	90	3	Applicants last name
First Name	Text	33	4	Applicants first name
Middle Name	Text	31	5	Applicants middle name
Date of Birth	Numeric	7	6	Valid values include: CYYMMDD, C = 1 = 19, C = 2 = 20

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Data Elements (Field Name)	Format	Max. Length (Number of Characters)	Order	File Location
Gender	Text	1	7	Valid values include: M = Male, F = Female
Address1Street	Alpha-numeric	35	8	Address1 = mailing address * Address2 = residential address *
Address1Street-2	Alpha-numeric	35	9	Address1 = mailing address * Address2 = residential address
Address1City	Text	22	10	Address1 = mailing address * Address2 = residential address *
Address1State	Text	2	11	Address1 = mailing address * Address2 = residential address *
Address1Zip	Text	9	12	Address1 = mailing address * Address2 = residential address *
Jurisdiction	Text	4	13	Typically, first letter and last three letters of the jurisdiction. System will match code to DMV provided descriptions from lookup table in VERIS.
Address2Street	Alpha-numeric	35	14	Address2 = residential address *
Address2Street-2	Alpha-numeric	35	15	Address2 = residential address *
Address2City	Text	22	16	Address2 = residential address *
Address2State	Text	2	17	Address2 = residential address *
Address2Zip	Text	9	18	Address2 = residential address *
Declaration Date	Numeric		19	Date DMV applicant declared themselves not a US citizen
Customer Number	Alpha-numeric	12	20	Voter's unique DMV customer number
LP Code	Alpha-numeric	2	21	Legal Presence Code
CUST-VERIFICATION-NO-SAVE	Alpha-numeric	25	22	Verification number returned from SAVE for the customer
CUST-UPDT-DTE-SAVE	Text	8	23	Date of the most recent SAVE update

Data Elements (Field Name)	Format	Max. Length (Number of Characters)	Order	File Location
DOC-DESC1	Alpha-numeric	3	24	Document provided to prove legal presence
DOC-NO1	Alpha-numeric	15	25	Document number from document used to prove legal presence
DOC-DESC2	Alpha-numeric	3	24	Document provided to prove legal presence
DOC-NO2	Alpha-numeric	15	25	Document number from document used to prove legal presence
DOC-DESC3	Alpha-numeric	3	24	Document provided to prove legal presence
DOC-NO3	Alpha-numeric	15	25	Document number from document used to prove legal presence
NAME-SUFFIX	Alpha-numeric	5	26	The suffix for an individual's name

*DMV provides only one address, it is residential; if multiple addresses, 1st = mailing address, 2nd = residential.

This table identifies the record layout for VERIS. The asterisk (*) following the field name indicates the data comes from the DMV Monthly Extraction for SBE (DB195) file.

Table 3-2: — DMV to VERIS Mapping for Non-Citizen Record Layout

Data Elements (Field Name)	Format	Max. Length (Number of Characters)	Order	File Location
Notifying Agency	Text	50	1	DMV
Agency Identifier	Text	50	2	Unique identifier
Update Type *	Text	1	3	N = DMV Non-Citizen

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Data Elements (Field Name)	Format	Max. Length (Number of Characters)	Order	File Location
Effective Date *	MMDDYYYY	8	4	Declaration Date
First Name *	Text	50	5	First Name
Middle Name *	Text	50	6	Middle Name
Last Name *	Text	50	7	Last Name
Name Suffix	Text	3	8	
DOB *	MMDDYYYY	8	9	Date of Birth
Gender *	Text	1	10	Gender
Street *	Alpha-numeric	50	11	Residence Address: # Street
Street-2 *	Alpha-numeric	50	12	Residence Address: # Street-2
City *	Text	20	13	Residence Address: City
State *	Text	2	14	Residence Address: State
Country *	Text	2	15	Residence: Country
Zip *	Numeric	5	16	Residence: ZIP
ZipPlus4 *	Numeric	10	17	Residence: Zip plus 4
SSN	Numeric	9	18	Social Security Number
Locality Code	Numeric	3	19	From Jurisdiction table map
Aliases				
SSN2	Numeric	9	20	
SSN3	Numeric	9	21	
SSN4	Numeric	9	22	
Alias First Name	Text	50	23	
Alias Middle Name	Text	50	24	
Alias Last Name	Text	50	25	
Alias Name Suffix	Text	3	26	
Comment	Text	255	27	Format will be: <Field1>=<Value1>, … <FieldN>=<ValueN>. For example, "Jurisdiction Code=ARIA."

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4 Process Steps

4.1 Non-Citizen Process

For a step-by-step guide to downloading and processing, please refer to
LMSOP_StepbyStep_DMV NonCitizen.docx.

1. The LM Data Analyst initiates the SSIS job ███████████ – PreProcess DMV Non Citizen Monthly File
2. The process executes the file, parsing and validating all records in the same order as received to preload into a temporary staging area in an agency non-citizen temporary table.
3. During preprocessing the following match criteria to our voters list is considered to move records to staging

    SSN + DOB + first three letters of first name + first three letters of last name

4. Once the process loads the records into the agency non-citizen table, the process:

    a. Executes the Matching to VERIS Voters stored procedure that compares all active and inactive status voter registrations to the records in the non-citizen table using a standard confidence factor algorithm of a 65% or greater match.

    b. At a minimum, one of the following sets of criteria must be the same:

        i. Full social security number
        ii. First and Last name
        iii. Last name and date of birth

5. VERIS records potential matches in the Declared Non-Citizen Hopper.
6. The GR reviews the match to determine if the non-citizen and registered voter identified by VERIS is the same person.
7. The GR updates the record and VERIS takes the corresponding action:

Table 4-1: — GR Decision/Result Matrix

GR Update	VERIS Action
Citizenship Confirm	Removes pending Non-Citizen Affirmation flag
Cancel Voter	Cancels the voter and generates a Cancellation Notice to the cancelled voter
Match Rejected	Deletes the match from the Hopper
Notify voter	Generates the Notice of Intent to Cancel and provides instructions for proving citizenship

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GR Update	VERIS Action
Research Needed	Holds the match in Hopper until GR takes follow up action

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4.2 Full DMV Extract Process

DMV and ELECT perform the following list maintenance steps using the Full DMV Monthly Extract. For a step-by-step guide to downloading and processing, please refer to **LMSOP_StepbyStep_DMV Full SBE.docx**.

1. The DMV FULL Monthly Pre-Process SSIS Job (████████████████ DMV FULL Monthly on 2nd at 10:15 PM) runs AUTOMATICALLY every month on the 2nd day at 10:15 pm.

   ⓘ   DMV includes all DMV customer records with the exception of records for individuals under the age of 17.

2. DMV deletes the full extract from the server location after 5 calendar days from the date DMV posted it.

3. The SSIS package performs the following steps:

   a. Retrieves the file from DMV via sFTP and copies to the server
      ██

   b. Truncates the file name to ████████████████

   c. Loads the full file into ████████

   d. Truncates the temporary (TEMP) table

   e. Loads the following columns into the TEMP table ████████████

   - ████████████████████████
   - ████████████████████
   - ████████████
   - ████████████████████
   - ████████████████

   f. Removes all SSN records

   g. Removes all duplicate SSN records

   h. Updates temp table with ID number

   i. Truncates table ████████████████

   j. Loads new records that do not exist in ████████████████

   k. Execute SQL task